



City of Yakima and Yakima County



July 11, 2013

ATTENTION: All Proposers

SUBJECT: **Bid No. 11324**
Bulk delivery and Purchasing of gasoline and Diesel Fuel
Addendum No. 2

Please see the following vendor questions and the City/County response:

Questions received from vendor

1. Question: Is the current card lock at vendor's pump a dedicated card lock via universal cards or vendor's unique card?
Answer: *The cards being used at the current vendor's card lock locations are mainly vendor's unique cards. At this time, only the Sheriff's department uses a universal card.*
2. Question: How many locations does current vendor provide for City/County use in this method?
Answer: *The current card lock vendor has three (3) locations in Yakima, one (1) location in Sunnyside, one (1) location in Grandview, six (6) locations in the Tri-Cities area and a total of one hundred fifty one (151) within Washington State for use by the City/County with their vendor unique cards. The current vendor also has additional sites for use with their universal cards. You can view all location on their web-site at www.cfnnet.com.*
3. Question: Please provide and estimated number of vehicles/cards required for the retail (vendor card lock) portion of this bid??
Answer: *Currently there are approximately 362 card lock cards in use between the City and County department. Approximately 130 of them are universal cards.*
4. Question: What is the method of reporting and invoicing expected for retail purchases?
Answer: *The City/County does not purchase fuel for resale. All fuel purchased is for use in conducting City/County business. The City/County should be invoice at a minimum of once a month. See page 13, section II Special Conditions, sub section R. Invoice and Payment Terms.*
 - *Invoice pricing shall be itemized, showing the OPIS price, the differential, and the composite price.*
Invoices are to be mailed to the City/County departments specified on the resulting purchase order, blanket order, or contract. All invoices must include the purchase order number, blanket purchase order number, or contract number. Invoices must be exclusive of product other than bid items. Failure to comply may result in delayed payments.
Vendor's invoices must list charges for weatherization additives to diesel fuel as a separate line item.

5. Question: Is the City or County exempt from any fuel taxes other than Federal?

Answer: *No, the City and County are only exempt from all Federal Excise taxes. See page 9, section I General, and sub section H. Taxes and Fees.*

- *Appropriate taxes and fees that shall be allowed and must be itemized on invoices are:
US Federal lust/spill fund
Gasoline Tax
Washington Spill Fund
Winterization additives*

No other surcharges, i.e. Fuel surcharges, Hazardous cleanup surcharges, etc. shall be allowed unless prior written approval has been granted by the City/County Purchasing Manager.

6. Question: Does the City/County expect a specific metered ticket on transport vehicles loading at terminals, other than the bill of lading from that terminal that defines the number of gallons loaded?

Answer: *Yes, the City/County expects a specific metered ticket for all loads on transport vehicles loading at terminals.*

See page 13, section II Special Conditions, sub section Q. Volume Verification Requirements, letter c.

- *c) All invoices are to be accompanied with the appropriate volume delivery verification documentation including, but not limited to, a metered delivery ticket, bill of lading as well as a record of before and after delivery readings.*

7. Question: What is meant by “commercial general liability with”miss delivery of product” coverage with insurance carriers”?

Answer: *“Commercial general liability with”miss delivery of product” coverage” refers to an endorsement (often called other things more formal but this is the layman’s terms) that is added to the General Liability (GL) policy of a fuel distributor. This endorsement covers damages caused by an error in distributing the wrong product to a tank.*

8. Question: Is it understood by the City/County that the “vendor’s card lock” implies a public retail station where direct vendor liability does not apply for insurance purposes or is it intended that the contractor own the card lock facility and that the liability insurance coverage be applied to that as well?

Answer: *The City/County requires insurance on all vendor card lock locations that are owned by the vendor.*

9. Question: Is there a local vendor preference for this bid, and if so, how is that calculated?

Answer: *No, there is not a local vendor preference for this bid.*

10. Question: Can we delivered and not Card lock?

Answer: *Yes, you can bid on just delivered fuel. This would be considered by the awarding department(s) when making their recommendation of award.*

See page 3, Bid Form statement, and second paragraph.

- *The City/County reserves the right to award delivery and card lock purchases to one vendor, or different vendors.*

11. Question: Can we bid just the full truck and trailer?

Answer: *Yes, you can bid only full truck and trailer but not all locations can receive a full truck and trailer. This limitation would be considered by the awarding department(s) when making their recommendation of award.*

See page 3, Bid Form statement, and second paragraph.

- *The City/County reserves the right to award delivery and card lock purchases to one vendor, or different vendors.*

12. Question: Would you entertain switching your pricing formula from Seattle to Pasco?

Answer: *No, all pricing should be based off the Seattle's OPIS daily average rack prices.*

13. Question: Would you be able to extend due date one week?

Answer: *No, this bid has already been extended one week from July 11th to July 18th.*

14. Question: Do you have automated metering on your tanks?

Answer: *Our smaller above ground tanks do not have automated metering but our larger in-ground tanks do have automated metering:*

- *City of Yakima Public Works (Vetter-Root system).*
- *City of Yakima First Street fuel station.*
- *Yakima County Shop and Yakima County Sunnyside shop (Veeter-Root system).*

Please acknowledge receipt of this addendum on the signature page (page 6) of the Bid document.

All bid specifications and addenda can be viewed on our website at:

<http://www.yakimawa.gov/services/purchasing/openings/>

If you have any questions, please contact me at (509) 575-6095 or at Susan.knotts@yakimawa.gov.

I apologize for any inconvenience this addendum may have caused you.

Sincerely,

Susan Knotts, CPPB

Buyer II

Cc: Stuart Petri, Dave Velez, file